

ANNUAL CONFERENCE
PETITION TO THE 2006 ROCKY MOUNTAIN CONFERENCE

TITLE: MISCELLANEOUS COUNCIL ON FINANCE & ADMINISTRATION
POLICIES AND PROCEDURES

ACTION TO BE VOTED ON:

Travel

Travel allowance to Annual Conference will be paid to those lay members and clergy members noted in this section. Payment in the amount of 15¢ per mile, excluding the first 175 miles, with an additional 5¢ per mile for each additional conference member riding along, will be paid from an equalization travel pool, to be funded by an amount added to the registration fee of all Annual Conference members. Travel will be paid only to those who have paid a registration fee, and attend the full conference session, except in the case of emergency. The following are reimbursable members of the Annual Conference:

1. Clergy members under appointment by the Annual Conference, deacons, part-time local pastors and student pastors serving churches in the conference.
2. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the bound of conference. Others shall be reimbursed for not more than a total of 500 miles.
3. Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member). For the year 2007, travel expenses to all called meetings of the district/subdistrict, conference boards, agencies, committees or commissions will be paid to lay and clergy members who are not paid for such travel expense from other funds. The rate shall be 15¢ per mile, excluding the first 50 miles. For those traveling 200 miles or more, air coach fare is allowable. An additional 5¢ per mile shall be paid a driver for each additional participant riding to the meeting, thus encouraging car-pooling. Meals and housing will be paid as appropriate.

Budget Proposals

The Council on Finance and Administration shall present a proposed unified budget total stating projected income and expenses for the ensuing year for adoption by the Annual Conference. For purposes of information, the past year's expenses, and the present year's budget, may be displayed for various budget categories, including those for conference boards, committees and agencies, with the understanding that specific line items may be re-distributed with the total budget, following the approval of the budget.

All new propositions presented for action at the Conference session shall include the amount needed to fund said program or operation.

33 **Conference Leadership Compensation**

34 The base compensation for the conference staff positions of Conference Treasurer/Director of
35 Support Services and Director of Mission and Ministry (or its equivalent), which includes salary,
36 housing, and utilities allowance, should be 1.7 times the Conference Annual Compensation
37 (CAC – an amount calculated annually by the General Board of Pension and Health Benefits). In
38 2007, this calculated compensation amount would be \$65,808 plus a housing allowance of
39 \$16,452 – for a total of \$82,260.

40 If by action of the Annual Conference, the base compensation of the District Superintendents is
41 NOT based upon 1.7 times the Conference Annual Compensation, then the base compensation
42 for the conference staff positions of Conference Treasurer/Director of Support Services and
43 Director of Mission and Ministry (or its equivalent), which includes salary, housing, and utilities
44 allowance will be set at the same amount as that for the District Superintendents PLUS an
45 incremental adjustment of \$250 per full year of service in the position, with a maximum
46 adjustment of \$3,500 (equivalent to 14 years of service).

47
48 **Financial Administration**

49 All payments by local churches to the conference (with designation to the specific cause) shall be
50 made by check or money order to the Rocky Mountain Conference UMC, and sent to the Office
51 of the Conference Treasurer, 6110 Greenwood Plaza Blvd. Greenwood Village, CO 80111.
52 Churches shall, to the maximum degree possible, send 1/12 of their total apportionment (Wider
53 Missions) each month to the conference to ensure cash flow. Those churches, which are able, are
54 encouraged to “tithe” their apportionment payments and send 1/10 of their apportionments each
55 month January through October. It shall be the policy of the conference to have the conference
56 treasurer send the General Church apportionments (Wider Mission) on a monthly basis within
57 the guidelines of the budget recommendation.

58
59 The conference treasurer of the Rocky Mountain Conference of the United Methodist Church is
60 hereby authorized to borrow such sums of money as may be necessary in conducting the business
61 of the Conference, with the approval of the Council on Finance and Administration. The
62 conference treasurer shall make an annual report in the Conference Journal of the amount of
63 funds contributed during the year to each Conference Advance Special Project and Conference
64 Approved Project.

65
66 All organizational units of the conference shall adhere to their budgets. Any expenditures over
67 the budget will not be paid by the conference treasurer unless first approved by the Council on
68 Finance and Administration. The Council on Finance and Administration is authorized and is
69 responsible to see that actual expenditures stay within limits defined by the Council on Finance
70 and Administration, annual conference and actual amounts received. Between annual conference
71 sessions, the Council on Finance and Administration has authority to take actions it feels are
72 appropriate in response to any unexpected events which impact the annual conference financially.

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73 Balances from undesignated funds, including fund balances and reserves, cash management
74 funds and income funds may be disbursed only on the authorization of the Council on Finance
75 and Administration. It is understood that the Executive Committee of the Council on Finance and
76 Administration is empowered to act in case of an emergency.
77 It shall be the policy of the Conference to designate part of the salary, house and utilities
78 allowance of Conference clergy staff persons as parsonage allowance for purposes of tax
79 exemption under Section 107 of the Internal Revenue Code. The portion of the total
80 compensation must be specifically designated in advance of the new year (January 2007) by each
81 person involved, to the conference treasurer using appropriate forms provided by the treasurer.

EFFECTIVE DATE: January 1, 2007

TERMINATION DATE: December 31, 2007

FINANCIAL IMPACT:

Yes, and these items are already included in the 2007 budget request.

ORIGINATOR OF THE PETITION:

Council on Finance and Administration

PERSON TO PRESENT PETITION TO CONFERENCE:

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RATIONALE: Not debatable

82 The purpose of this petition is to clarify various administrative rules such as:
83 Mileage reimbursement for travel to/from Annual Conference session
84 Mileage reimbursement for travel to/from various conference committee meetings
85 Compensation for the Treasurer and Director of Mission and Ministry
86 Guidelines to CF&A for presenting and administering the budget
87 Guidelines to local churches for sending in apportionment

88 This petition is the same as passed in 2005 with all dates updated. Lines 37-39 have been
89 changed slightly for better clarity, and the conference office address in line 51 has been changed.